



**City of Lake Elmo Economic Development Meeting
City Council Chambers – 3880 Laverne Avenue North
Minutes of Regular Meeting of
February 4, 2025**

COMMISSIONERS PRESENT: Charles Cadenhead, Jeff Holz, Nina Waldoch, Brandon Quam, Anthony Manzara, Don Place

COMMISSIONERS ABSENT: None

STAFF PRESENT: City Administrator Miller, Community Development Director Stopa, City Planner Jensen, City Planner Monterusso

1. Cadenhead called meeting to order at 6:00pm.

2. Approve Agenda: Manzara proposed moving Item 7, “Discussion of Meeting Frequency”, to right after Item 4, “Election of Officers”.

M/S/P: Place/Holtz made a motion to approve amended agenda. **Vote: 6-0, motion carried unanimously.** (6:02pm)

3. Approve Minutes: M/S/P: Manzara/Place made a motion to approve the 11/19/2024 meeting minutes. **Vote: 6-0, motion carried unanimously.**

4. Election of Officers

Manzara nominated himself for EDA Chair and discussed increasing the frequency of EDA meetings.

Vote: 6-0, to nominate Manzara as Chair of the EDA carried unanimously.

Cadenhead nominated Holtz for EDA Vice Chair. Manzara seconded.

Vote: 6-0, to nominate Holtz as Vice Chair of the EDA carried unanimously.

5. Discussion of Meeting Frequency

Manzara proposed increasing meeting frequency from four times a year to six times a year and increasing meeting length to two or three hours. Place agreed to increasing meeting frequency to six times a year and proposed keeping meeting length to one hour. Special meetings and meeting dates were discussed.

M/S/P: Place/Holtz made a motion to approve six EDA meetings a year (every two months), for one-hour each and allow the possibility of special meetings on a case-by-case basis. **Vote: 6-0, motion carried unanimously.**

6. Presentation from Megan Flanagan (ULI) on Technical Assistance Panel (TAP) – 180 Acres

Flanagan presented on Technical Assistance Panel (TAP) services offered by the Urban Land Institute (ULI). TAP panelists, process, outcomes, cost, and conflict of interest were discussed.

7. EDA 2025 Workplan Update

Stopa presented on updates to the EDA 2025 workplan. Manzara proposed that the EDA develop the Old Fire Station and 180 acres sites instead of issuing the RFPs. Stopa and Cadenhead discussed risks and constraints to the EDA

developing the sites, and the opportunities offered by the RFPs. Place discussed doing a TAP project for the Old Village Area. Next steps discussed.

M/S/P: Cadenhead/Quam made a motion to send updated workplan to City Council. Manzara discussed amending the workplan to include submitting the proposal if LOI is accepted by the DNR. **Vote: 6-0, motion carried unanimously with amendment.**

8. Communications/Updates.

a. City Council Updates.

Stopa provided update that LOI for the 3M Priority 2 Solar/Landfill project was submitted and approved by the City Council at their December 3, 2024 meeting. The EDA Workplan will go to City Council on February 18, 2025. The RFP is tentatively scheduled to go to City Council on March 18, 2025.

b. Updates.

A grant to pay for the Environmental Assessment Phase 1 of the Old Fire Station was received from the County and approved by the EPA.

c. Upcoming EDA Meetings.

Next meeting of the EDA is scheduled for April 15, 2025.

9. Meeting adjourned by Manzara at 6:50 PM.

Respectfully submitted,
Miranda Moulis, Assistant Planner